

## **Medicaid Waiver Providers,**

You were recently sent an email invitation from the Kentucky Online Gateway (KOG) to onboard to the Kentucky Medicaid Partner Portal. The information below will provide more clarification of the onboarding process.

Onboarding for Waiver Providers is a 2 step process:

- 1) Onboarding to the Kentucky Medicaid Partner Portal
- 2) Onboarding to the Medicaid Waiver Management Application (MWMA)

### **Kentucky Medicaid Partner Portal Onboarding**

For security reasons, the email was only sent to the email address that is existing in MEUPS, hence the recipient of the email is the only contact that can onboard to the Portal. If the email was forwarded, those recipients will be unable to access the Portal.

### **Medicaid Waiver Management Application (MWMA) Onboarding**

A survey was generated from the Medicaid Waiver Management implementation team requesting that waiver providers designate an 'Organization Administrator' for their organizations. We have compiled the responses from that survey and will be generating a **second** invitation to the organization administrator to onboard to the MWMA.

The Organization Administrator will be responsible for sending invites to Case Supervisors and Case Managers within their agency to create their accounts in MWMA. Until the organization administrator invites additional users, you will not have access to the MWMA.

For questions, please contact the Partner Portal Implementation Team at [MedicaidPartnerPortal.info@ky.gov](mailto:MedicaidPartnerPortal.info@ky.gov)

Sincerely,  
The Partner Portal Implementation Team